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PREAMBLE

This Agreement entered into this 10th day of May, 1971, by and between the Board of Education of Jefferson Township, New Jersey, hereinafter called the "BOARD" and the Jefferson Township Administrators' Education Association, hereinafter called the "JTAEA".

THIS BOOK DOES  
NOT CIRCULATE

ARTICLE I  
RECOGNITION

In accordance with the provisions of CH. 303 of the Laws of 1968, the "BOARD" recognizes the "JTAEA" as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment for the following certified personnel under contract or leave, now employed or as hereafter may be employed:

SCHOOL PRINCIPALS  
SCHOOL VICE PRINCIPALS  
SCHOOL GUIDANCE DIRECTORS  
COORDINATOR OF SPECIAL SERVICES

ARTICLE II  
PRIVILEGES AND BENEFITS

All privileges and benefits derived from collective negotiations between the Jefferson Township Education Association and the "BOARD" for the School Year 1971-1972, shall be deemed applicable to the members of the "JTAEA" unless clearly inoperable under the terms of their employment or specifically excluded in this agreement.

ARTICLE III  
GRIEVANCE PROCEDURE

The purpose of this grievance procedure is to provide an orderly internal mechanism for the settlement of problems as they relate to administrators.

A. DEFINITION

1. A "grievance" shall mean a complaint by the employee or group of employees that there has been to him or them, or to the Association, an inequitable, improper or unjust application, interpretation or violation of Board policy, this Agreement, or an administrative decision.

2. A grievance to be considered under this procedure must be initiated by the grievant (the employee or the Association as to its rights) within thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence.

B. Nothing in this agreement shall prevent any administrator from discussing his grievance with his immediate superior, provided that the resolution of the grievance is not inconsistent with the terms of employment of the employees represented by the "JTAEA".

C. PROCEDURE: Step 1

1. An administrator having a grievance shall, within thirty (30) calendar days from the time of the alleged grievance, discuss it with his immediate superior.

2. If the grievance of a Vice-Principal or Guidance Director is not resolved five (5) school days after discussion with the Principal it shall then be submitted in written form to the Principal. The Principal shall render his decision in writing within five (5) school days after receipt of the written grievance. Within five (5) school days after receipt of the decision of his Principal he may appeal the decision, in writing, to the Superintendent of Schools.

3. If the grievance of the Principal or Coordinator of Special Services is not resolved within five (5) days after discussion with the Superintendent of Schools it shall then be submitted in written form to the Superintendent. The Superintendent shall then render his decision in writing within five (5) school days after the written grievance.

Step 2

If a grievance is not resolved by the Superintendent within ten (10) school days after the presentation of the grievance, the aggrieved person may within ten (10) school days thereafter refer the grievance in written form to the "BOARD".

Step 3

Within twenty (20) calendar days after the receipt of the grievance the "BOARD" may hold a hearing on the grievance. A written decision shall be rendered within ten (10) days after the hearing or within twenty (20) calendar days after receipt of the written grievance if no hearing is to be held.

Step 4

Within twenty (20) school days after receipt of the "BOARD'S" decision or within fifteen (15) school days after completion of the hearing, the aggrieved person, if not satisfied, shall notify the Association, in writing, of his intent to submit the grievance to an impartial third party.

If the parties cannot agree upon a third party within five (5) school days after the notification by the aggrieved person, a request for a list of arbitrators may be made to the American Arbitrators Association. The parties shall be bound by the rules and regulations of the American Arbitrators Association in the selection of an arbitrator.

#### Miscellaneous

1. The costs, fees and expenses for the arbitrator shall be shared equally by the parties participating in the grievance.

2. All decisions shall be in writing with supportive reasons provided.

3. All grievance hearings shall be conducted in private and shall include only such parties in immediate interest and their designated or selected representatives.

4. If a grievance is submitted in the months of June, July or August the time limits specified in this article shall be considered as week days rather than school days.

5. Time limits specified in this article may be extended by mutual agreement of the concerned parties.

#### ARTICLE IV CONFERENCES AND CONVENTIONS

Administrators may attend and receive reimbursement for conferences and conventions, during the school year, subject to the approval of the Superintendent of Schools and within budgetary limitations. Administrators may be required, and receive reimbursement for, to attend conferences and conventions.

#### ARTICLE V WORK SCHEDULE

As professional, administrators are expected to devote to their assignments the time necessary to meet their responsibilities. Administrators will be granted one month (23 days) vacation with pay. The dates of such vacation periods, not necessarily in consecutive order, will be scheduled by the Superintendent of Schools prior to May 1st of the current school year. Once scheduled the vacation period shall not be interrupted or rescheduled except by mutual consent of the administrator involved and the Superintendent of Schools.

ARTICLE VI  
DECISION MAKING

The building Principal will be involved in all decisions affecting his own school except in emergency situations. It is understood that all final decisions will be made by the Superintendent of Schools, the "BOARD" or their delegated representatives.

ARTICLE VII  
SALARY

Salaries of administrative personnel in the unit shall be as listed below and are based on a percentage increase and job performance.

<u>Principals</u>	<u>Base Salary 71-72</u>	<u>Longevity</u>	<u>Total Salary</u>
James Boyer	18,631	200.00	18,831
Wallace Gleason	19,470		19,470
James Opeken	19,870		19,870
Sheldon Rubin	19,870		19,870
William Stanton	18,631		18,631
William Storch	20,704		20,704
<u>Vice Principals</u>			
John J. Markey	17,597		17,597
Chester Togno	17,797		17,797
<u>Guidance Director</u>			
William Torresson	17,848		17,848
<u>Coordinator of Special Services</u>			
John Rosenberg	17,449		17,449

ARTICLE III  
EFFECTIVE DATE AND SIGNATURES

The terms of this contract will remain in effect from July 1, 1971, through June 30, 1972, and may not be altered by either party without the consent of both parties.

JEFFERSON TOWNSHIP ADMINISTRATORS' EDUCATION  
ASSOCIATION

By Sheldon Rubin  
President

ATTEST: William C. Starch  
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JEFFERSON TOWNSHIP BOARD OF EDUCATION

By Robert L. Greenmond  
President

ATTEST: Daniel E. Stanton  
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